

## APPENDIX G

### Business Rules

This appendix contains business rules identified by DCR for inclusion in the proposed solution.

process	Rule
Intake	The Incident Date must be less than 181 days prior to the Inquiry Date.
Intake	Respondent shall not be a Federal agency or entity
Intake	Respondent must do business in the State of New Jersey
Intake	Respondent may be a place of Public Accommodation
Intake	Respondent may be subject to housing provisions of LAD
Intake	A Verified Complaint must contain charges claiming one or more valid complaint jurisdictions.
intake	A complainant must provide a valid mailing address
Intake	A Verified Complaint must be signed by the complainant and notarized
Intake	A Verified Complaint must be Received and Filed by an employee of DCR.
Intake	A Complainant must be of legal age to file a complaint.
Intake	An Intake package must be approved within 000 days of submission.
Intake	A Docketed case must be served upon the parties within 000 days.
Pre-Investigation	Respondents shall serve an answer upon DCR within 20 days after service of the verified complaint upon them
Pre-Investigation	A Respondent's explanatory answer must be received and filed by an employee of DCR.
Pre-Investigation	The legal representative of an involved party must file a letter notice of appearance.
Intake	A complainant must present a prima facie case of discrimination
Intake	A complainant must participate in an Intake Interview
Intake	The Verified Complaint must be approved by the Intake Manager
Intake	A complainant is entitled to file a complaint
Intake	A complainant must be advised of the mediation process

Intake	A person filing a complainant must sign in
Intake	A person filing a complaint must sign out
Intake	A person filing a complaint must complete a pre-interview form
Intake	The intake investigator must complete the login sheet after completing an interview
Intake	The intake investigator must document a legitimate reason for rejecting a complaint
Intake	A Document and Information Request must be completed for each intake taken
Intake	The intake investigator must submit an intake package for approval, within 000 days
Intake	The intake manager must determine that there are no procedural deficiencies in an intake package prior to its approval
Intake	The intake manager must document a legitimate reason for rejecting a completed intake package
Intake	The intake investigator must apprise complainant of their rights under state and federal statute, if applicable
Intake	the intake investigator must dual file a complaint that falls within federal jurisdiction
Pre-Investigation	The processing unit must forward the original EEOC charge to the contract compliance unit within 15 days of docketing
Pre-Investigation	The Regional supervisor must review the service package prior to mailing
contract compliance	The EEOC charge number must be entered into the control register upon receipt of the original charge form
Pre-Investigation	The regional supervisor must review correspondence received by parties, prior to case assignment
Pre-Investigation	The Regional Supervisor must determine whether Respondent is interested in mediation
Pre-Investigation	The Regional Supervisor must review respondent answers for completeness
Pre-Investigation	The Regional Supervisor must assign cases after all required initial responses have been received
Pre-Investigation	A Fact-Finding Conference must be scheduled in all cases where deemed applicable
Pre-Investigation	The Regional Supervisor must forward cases accepted for mediation to the Mediation Unit
Pre-Investigation	The Regional Supervisor may grant extensions in the time to answer verified complaints
Pre-Investigation	The Respondents explanatory answer must be received and filed by an employee of DCR
Pre-Investigation	The assigned investigator must contact the complainant to review the Respondents explanatory answer
Pre-Investigation	The assigned investigator must confirm complainants receipt of respondent's explanatory answer

Pre-Investigation	The Regional supervisor may recommend a subpoena in cases where Respondent fails to answer
Pre-Investigation	The Complainant and respondent must receive a notice of case assignment
Fact-Finding	The Investigator must schedule a fact-finding conference as required
Fact-Finding	All parties must be advised in writing of the date/time/location of a Fact-finding conference
Mediation	All parties must be advised in writing of the date/time/location of a Mediation conference
Investigations	All pleadings must be received and filed by an employee of DCR
Conciliation	All findings of Probable Cause must be conciliated within 45 days
Intake	A Respondent is any party charged with unlawful discrimination under LAD
Investigations	Involved parties may be required to provide affidavits from witnesses
Fact-Finding	Requests for adjournment of a fact-finding conference are at the discretion of the regional manager or designee
Intake	A complainant must be provided a notice of their rights under LAD
Intake	Verified Complaints shall be filed upon a printed form approved by the Director
Intake	A verified complaint must set forth in the caption the names of complainants and respondents
Intake	The complaint shall set forth a statement of the specific prohibited basis or bases set forth in the LAD that gave rise to the alleged discrimination
Intake	The complaint shall set forth a brief statement setting forth the facts deemed to constitute the alleged discrimination;
Intake	The complaint shall set forth the section of the Law Against Discrimination allegedly violated
Intake	The complaint shall set forth a statement giving all pertinent facts as to whether any other action, either criminal or civil, has been instituted in the matter.
Intake	Complainant shall notify DCR if at any time during the pendency of the complaint, he or she files a complaint with any other agency or court concerning the matter which is the subject of the Verified Complaint
Intake	DCR shall serve a copy of the complaint upon each of the respondents by registered or certified mail, return receipt requested
Intake	Respondent's answer shall state in short and plain terms the respondent's defenses to each claim asserted and shall admit or deny the allegations of the complaint
Investigation	Following the completion of an investigation, the Director shall determine whether or not probable cause exists
Investigation	Upon a finding of probable cause, such a finding shall be served upon the respondents and the complainants.
Investigation	If a finding of no probable cause is made, whether before or after investigation of a complainant's allegations, all complainants and respondents shall be notified of such a finding

Motions	All complainants and respondents, as well as DCR may file motions.
Motions	Unless otherwise provided, opposing parties to a motion shall file and serve responsive papers no later than 10 days following receipt of the motion.
Motions	The moving party may file and serve further papers responding to any matter raised by the opposing party no later than five days after receipt of the responsive papers.
Rules of Practice and Procedure	Prior to transmittal of a case to the Office of Administrative Law, the complainant with the approval of the Director may file an amended complaint with DCR.
Rules of Practice and Procedure	The Director shall issue such orders as may be necessary to effectuate the processing and determination of a case and may enter an order of dismissal at any time
Rules of Practice and Procedure	Such orders shall be served on all parties
Rules of Practice and Procedure	Prior to transmittal of a case to the Office of Administrative Law, any person interested in or associated with the matters alleged in a complaint may file an original and two copies of motion to intervene
Rules of Practice and Procedure	every order and pleading to the original complaint, every motion and written notice, brief or memorandum of law shall be served by mailing copies to all parties, by registered or certified mail, within three days of said filing.
Rules of Practice and Procedure	Such documents shall not be deemed served until an affidavit of mailing to all other parties is filed with DCR at the time of or subsequent to filing the pleading.
Rules of Practice and Procedure	The Director may cause interrogatories to be served whenever it shall be necessary to aid DCR in its investigation, either before or after a Finding of Probable Cause.
Rules of Practice and Procedure	The Director may issue such subpoenas as he or she deems necessary to aid the investigatory process
Rules of Practice and Procedure	After the Director has issued a Finding of Probable Cause, a party may, upon written request and notice to all other parties, receive discovery of information in DCR's file.
Rules of Practice and Procedure	after transmittal to OAL, a party may, upon written request and notice to all other parties, receive discovery of information in DCR's file:
Rules of Practice and Procedure	after any final determination has been issued, a party may, upon written request and notice to all other parties, receive discovery of information in DCR's file
Rules of Practice and Procedure	after any other agency closure, a party may, upon written request and notice to all other parties, receive discovery of information in DCR's file
Rules of Practice and Procedure	Statements made by any person during the course of DCR's investigation, other than work product of DCR employees, intra-agency communications and attorney-client communications are discoverable
Rules of Practice and Procedure	All factual written reports of the field investigator are discoverable.
Rules of Practice and Procedure	All factual written data, factual written reports or documentary information are discoverable
Rules of Practice and Procedure	the Director may refuse, terminate, or limit discovery as the circumstances warrant, including issuance of protective orders
Rules of Practice and Procedure	The Director shall issue subpoenas in the name of DCR, and the subpoenas shall direct the person designated to attend personally
Rules of Practice and Procedure	The Director shall issue subpoenas in the name of DCR, to obtain any books, records, documents and any other evidence, which relates to any matter under investigation.

Rules of Practice and Procedure	A subpoena shall state the time and place where the person designated is directed to attend.
Rules of Practice and Procedure	The subpoena shall direct the person designated to answer to the subpoena at a time and place which shall be determined by the Director in his or her discretion
Rules of Practice and Procedure	A subpoena may be issued by the Director upon the application of any party if that party can demonstrate to the Director that the subpoena is reasonable, and that the matters sought therein are relevant and material to the investigation
Rules of Practice and Procedure	Director may issue a notice in lieu of subpoena requiring respondent to produce documents or to produce its employees to attend any investigatory proceeding
Rules of Practice and Procedure	The subpoena shall be served either by personal service by any person 18 or more years of age by delivery of a copy thereof to the person named therein, or by registered or certified mail, return receipt requested.
Rules of Practice and Procedure	Accompanying all subpoenas shall be a check in an amount sufficient to cover the costs for one day's attendance and such mileage as may be allowed by law in civil matters in the courts of the State of New Jersey
Rules of Practice and Procedure	no fee shall be allowed where a subpoena requires only the production of documents which may be produced by mailing copies of said documents to DCR.
Rules of Practice and Procedure	Whenever the Director deems it necessary, he or she may order that any complaint filed with DCR be consolidated with or severed from any other complaint which may have been instituted with DCR.
Rules of Practice and Procedure	Following transmittal of a case to the Office of Administrative Law, all motions to sever or consolidate shall be initially presented to the OAL
Rules of Practice and Procedure	After a finding of probable cause, the Director or his or her representative shall, to the extent feasible, schedule a conciliation conference and engage in conciliation with respect to the verified complaint
Rules of Practice and Procedure	The respondent shall have at least five days notice of the time and place of the conciliation conference
Rules of Practice and Procedure	This notice shall contain a provision advising the respondent that in the event conciliation is unsuccessful, a public hearing will be held.
Rules of Practice and Procedure	Any endeavors made pursuant to this rule at a conciliation conference shall be kept confidential by the Director and representatives of DCR
Rules of Practice and Procedure	Failure to attend the conciliation conference may be deemed to be an unsuccessful attempt at conciliation.
Rules of Practice and Procedure	Any conciliation agreement arising out of conciliation efforts by DCR shall be an agreement between the respondent and the complainant, and shall be subject to the approval of DCR.
Rules of Practice and Procedure	Each conciliation agreement shall be made public unless the complainant and respondent otherwise agree and DCR determines that disclosure is not required as otherwise provided by law
Rules of Practice and Procedure	The Director shall determine when a hearing shall be necessary in any matter.
Rules of Practice and Procedure	When conciliation has failed to eliminate the alleged practices of discrimination or when, in the judgment of the Director, conciliation would not be feasible, the Director shall order a hearing.
Rules of Practice and Procedure	At any time after 180 days from the filing of a Verified Complaint with DCR, a complainant may file a request with DCR to present the action by himself or through his own counsel to the Office of Administrative Law
Rules of Practice and Procedure	a request to DCR to present the action by himself or through his own counsel to the Office of Administrative Law, shall be in writing.

Rules of Practice and Procedure	Upon receipt of such request, the Director of DCR shall file the action with the Office of Administrative Law, unless at the time of receipt of the request DCR has found No Probable Cause or otherwise dismissed the complaint
Rules of Practice and Procedure	The complainant or his or her attorney may be required to complete any forms, which may be necessary to permit DCR to transmit the case to the Office of Administrative Law.
Rules of Practice and Procedure	When a complainant files a request with DCR pursuant to subsection (c) above, complainant thereby waives any right to have an attorney for DCR prosecute the complaint.
Rules of Practice and Procedure	The parties shall, however, send copies of all pleadings, briefs and memoranda to DCR's attorney at the same time as filing such papers with OAL
Rules of Practice and Procedure	If the Director determines that the interests of the complainant may be irreparably damaged by the lapse of time before a hearing could be scheduled, he/she shall seek such temporary injunctive relief in the Superior Court of New Jersey
Rules of Practice and Procedure	Any party may, within 30 days after the service of a finding of probable cause or no probable cause or other final order of the Director, file a motion for reconsideration.
Rules of Practice and Procedure	A motion for reconsideration. The motion shall be in writing and state the grounds upon which relief is sought. The motion shall be served upon all opposing parties
Rules of Practice and Procedure	Each opposing party may, within five days following service of the motion, file a response to the motion. Such reconsideration shall not be a matter of right and shall only be for good cause shown
Rules of Practice and Procedure	Any party may, within 180 days of the service of a final order of the Director, file a motion to reopen the record in a proceeding.
Rules of Practice and Procedure	The Director may grant such motion and vacate or modify the order, reopen the record or grant a hearing
Rules of Practice and Procedure	No motion filed pursuant to this section, and no order granting such motion, shall suspend the operation of any final Director's order unless otherwise specified by order of the Director.
Rules of Practice and Procedure	At any time during the course of the proceedings, the Director may enter such orders as he or she may deem appropriate to further the intent and purposes of the Law Against Discrimination
Rules of Practice and Procedure	A finding of no probable cause pursuant to N.J.A.C. 13:4-6.1, Findings of probable cause, shall be considered a final order.
Domain Integrity	All Dates must be Y2K Compliant
Domain Integrity	Issues must be validated by code table
Domain Integrity	Basis must be validated by code table
Domain Integrity	Respondent Background must be validated by code table
Domain Integrity	Municipality must be validated by code table
Domain Integrity	Branch/Unit must be validated by code table
Domain Integrity	Investigator must be validated by code table
Domain Integrity	Deputy Attorneys General must be validated by code table

Domain Integrity	Administrative Law Judge must be validated by code table
Domain Integrity	Damage categories must be validated by code table
Domain Integrity	Award types must be validated by code table
Domain Integrity	Closing category must be validated by code table
Domain Integrity	Contract Code must be validated by code table
Domain Integrity	Case Category must be validated by code table
Domain Integrity	Date type must be validated by code table
Domain Integrity	Motion type must be validated by code table
Domain Integrity	Name type must be validated by code table
Domain Integrity	Referral Agency must be validated by code table
Domain Integrity	Reason out of file room must be validated by code table
Domain Integrity	case status must be validated by code table